



CITY OF BRAWLEY JOB ANNOUNCEMENT

DEPARTMENT: Finance

POSITION: Finance Manager

SALARY: \$6,713.33 - \$8,003.79/month (Range 36 - misc)

EXAM TYPE: Oral Interview

DUTIES: See job description

QUALIFICATIONS: A combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties of the job may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of professional experience in finance, of which two years of experience should involve supervisory responsibility. Experience in governmental finance is highly desirable.

Education: Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, financial management, business or public administration, economics or a closely related field. A

Additional Requirement: Possession of a valid California Driver's License.

Candidates deemed most qualified, as reflected in their application materials, will be invited to continue in the recruitment process. The successful candidate, once a job offer is accepted, will be subject to a thorough background review, including being fingerprinted. The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: February 28, 2022 by 5:00 PM



CITY OF BRAWLEY

CLASS TITLE: Finance Manager

DEFINITION: Under the direction of the Finance Director, performs a full range of municipal financial procedures prepares a variety of financial reports; performs professional level accounting and complex analytical oversight for the Finance Department ensuring compliance with applicable codes, rules, regulations, and laws. Responsibilities include overseeing Accounts Receivables, Accounts Payables, and Purchasing Activities. The Finance Manager is a supervisory level classification in which incumbents are expected to independently perform the full scope of assigned duties; manage other financial staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Finance Director. May oversee various finance department-related functions of professional and technical staff members.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following essential functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those below, to address business/organizational needs and changing business/organizational practices:

- Assist the Finance Director in the development of goals, objectives, policies, procedures, work standards, and establishment of priorities.
- Coordinate departmental workflow strategically and efficiently; and implement new policies, procedures and practices.
- Hire, train, motivate, assign and review work, establish work schedules, and evaluate assigned staff; establish standards of productivity and performance; prepare and present employee performance reviews, initiates corrective and/or disciplinary actions as needed in consultation with the Department Director and Human Resources. Provide or coordinate staff training; recommend employee recognition; and ensure that employees follow policies and procedures.
- Review and recommend improved financial procedures and implement appropriate procedures to minimize vulnerability to fraud, waste or abuse.
- Interpret and apply legal and administrative concepts to various financial functions.
- Serves as a liaison, established and maintains positive working relationships with internal department heads, internal staff, outside agencies, and the public to answer inquiries and ensure understanding of the City's financial condition and policies.
- Provide information to City employees and public customers; receive, review and evaluate discrepancies and recommend corrective action.
- Assist the Finance Director with planning, organizing, and coordinating the annual and compliance audits; compile and issue the Annual Comprehensive Financial Report (ACFR).
- Assist with the performance and/or management of internal and external audits to ensure compliance with all processing procedures as required by Federal/State/Local Financial Assistance and related programs.
- Support the Finance Director in addressing any compliance filings identified by external auditors.
- Administers the City's general ledger and all related subsidiary ledgers and modules of the accounting system. Maintain, balance, and reconcile the general ledger and various subsidiary accounts; prepare journal entries and financial reports, or conduct oversight of the same.
- Track and manage cash flows, treasury requirements, and Citywide cash receipts.
- Calculates and enters accounting and statistical data in accordance with accounting principles.
- Prepares year-end closing entries and various other year-end documents.

- Coordinate work activities of the department to ensure proper and timely interface and posting of accounting transactions and adjustment.
- Prepare the reconciliations of bank and other financial institution statements/reports with internal cash, investment, and accounting records on a monthly basis.
- Review and supervise City's capital assets are maintained and recorded accurately.
- Coordinate with Public Works in the oversight of the Capital Improvement Program budget and grant accounting.
- Prepare or direct the preparation of a variety of complex analytical, accounting, statistical and narrative reports and correspondence; and
- Assist the Finance Director with the preparation of annual citywide operating budget.
- Recommend, administer and monitor budgets, calendar and fiscal year end requirements and applicable municipal codes and regulations.
- Analyze, cost and forecast trends related to City budget and assist in budget hearings.
- Conduct budget audits and reviews; advise Finance Director on budgetary, financial or other departmental matters.
- Maintain information services and data processing, including maintenance and repair of existing and new system hardware, and installation of new and updated software.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge, Skills, and Ability to:

- Principles, practice and terminology of municipal government accounting and enterprise fund accounting.
 - Generally Accepted Accounting Principles (GAAP)
 - Governmental Accounting Standards Board (GASB) principles
 - Grant and fund accounting
 - Financial statement preparation and auditing
- Public funds administration principles and practices.
- Applicable Federal, State, and local laws and rules regulating public fiscal operations.
- Interpret complex financial rules, regulations, and ordinances.
- Principles of budgetary administration and control.
- Perform accurate mathematical and statistical calculations.
- Follows methods and techniques for accurate record keeping.
- Customers service principals.
- Research methods and techniques.
- Principles and practices of employee supervision, including selection, training, evaluation and discipline.
- Plan, organize, assign, direct, review and evaluate the work of professional and technical staff
- Principles and methods of administration, including goal setting and policy and procedure development.
- Principles and practices of computer equipment, modern office equipment, and automated financial software systems.
- Review and verify accuracy of financial data, information, and associated legal documents.
- Develop and implement, with approval, improvements in financial methods and procedures.
- Exercise sound independent judgment within established procedure guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Regularly and predictably attend work.
- Follow directions from a supervisor.
- Understand and follow posted work rules and procedures. Observe safety principles and work in a safe manner.
- Accept constructive criticism.
- Establish and maintain effective working relationships with those contacted in the course of work.
- This position may be required to work extended hours as needed.

Approved: 02/11/2022

EXPERIENCE & EDUCATION AND LICENSE/CERTIFICATE:

A combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties of the job may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of professional experience in finance, of which at least two years of experience should involve supervisory responsibility. Experience in governmental finance is highly desirable.

Education: Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, financial management, business administration, public administration, economics or a closely related field.

Due to the performance of some field duties which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Work is performed in an office environment and may require occasional travel to offsite facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Will be required to speak and participate in internal and public meetings. Additionally, the position requires near vision in reading correspondence and statistical data. Acute hearing is required when providing phone and personal service. Noise level in the work environment is usually low. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Disaster Service Workers:

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law. The employees working for the City of Brawley take this responsibility seriously. Disaster plans are continuously being evaluated, drills are scheduled, and employees engage in training where they practice executing emergency support services.

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.